

GREY FOREST COMMUNITY CENTER

18249 Sherwood Trail, Grey Forest, TX 78023

Gathering Rental Use Application & Agreement

Please circle one of the following:

Grey Forest Resident

Non-Grey Forest Resident

Name _____ Phone _____

Organization _____ Email _____

Address _____

Rental Date(s) _____ Rental Time _____

Purpose of Rental _____

ALL PAYMENTS ARE DUE WHEN THE RESERVATION IS MADE!

	RENTAL FEE	DEPOSIT
Educational / Business Gatherings		
Individuals or groups providing enrichment or educational programs open to the public (subject to additional Rental Terms below)	\$10.00	\$75.00
Teaching of art, exercise, education, & occupations or businesses typically conducted as at home businesses		
<i>For Grey Forest Residents</i>	\$40.00	\$75.00
<i>For Non-Residents</i>	\$200.00	\$75.00
Private Gatherings		
<i>For Grey Forest Residents</i>	\$40.00	\$75.00
<i>For Non-Residents</i>	\$200.00	\$75.00
Non-Profit Fundraisers	\$200.00	\$75.00
Cleaning fees/damage deposit will be refunded after the gathering when/if inspection is passed by the GFCC Director or Designee and provided that Rental Terms are followed. If damage is more than \$75.00, applicant is responsible for all such damage.		

_____ I have carefully read, understand, and agree to the information provided in the GFCC Agreement regarding the ALCOHOL AND NOISE ORDINANCE (<http://greyforest-tx.gov>).

_____ I have carefully read, understand, and agree to abide by the RENTAL TERMS provided in the GFCC Agreement. I am responsible for ensuring that my guests care for the walls, woodwork, and other features of the facility as described and abide by all other rental terms.

_____ I have read and understand the CLEANING CHECKLIST provided in the GFCC Agreement. By initialing here, I acknowledge that I am responsible for thoroughly cleaning the GFCC, and that my cleaning/damage deposit is only refundable if/when the facility and grounds have been inspected and passed by the GFCC Director or designee.

_____ I understand and agree that if there is damage in excess of the \$75.00 deposit, I will be held responsible for the cost of such damage.

Before signing this GFCC Application, please read the GFCC Agreement included with this application and initial by each statement below. The terms of the Agreement are incorporated as part of this Application.

Renter's Signature/Authorized Group Representative's Signature

Date

GFCC Director or Authorized Agent Signature

Date

For office use only:

Rental Fee Amount	\$ _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check # _____
Cleaning/Damage Deposit	\$ _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check # _____

After turning in this application, please keep a copy of the GFCC Rental Agreement, which contains emergency information, for your reference (pages 5-7).

GREY FOREST COMMUNITY CENTER RENTAL AGREEMENT

ALCOHOL AND NOISE CITY CODE INFORMATION

<http://greyforest-tx.gov>

- Per City Code Sec. 8.01.001 regarding Consumption of alcohol on city-owned property, which allows:
 - (1) Possession or consumption of an alcoholic beverage is allowed by lessees and their invitees of the city community center subject to the following requirements:
 - (A) Possession or consumption of alcoholic beverages is limited to the community center building and porch, and to within sixty (60) feet of the community center building.
- Per City Code Article 8.03 Renters must adhere to the City of Grey Forest Noise restrictions with includes but is not limited to: prohibition against any unreasonably loud, disturbing, or unnecessary noise created or permitted within the city which causes material distress, annoyance, discomfort and injury to any person of normal nervous sensibility in the neighborhood : Note this includes prohibition against playing of any audio from a television, radio, or any other device or a musical instrument, whether played by a person or operated by an electronic or mechanical device, in such manner or with such volume as to annoy or disturb the quiet, comfort or repose of persons of normal nervous sensibility in any dwelling, apartment, or other type of residence in the neighborhood as well as other loud noise sources including horns and loud operations from automotive sources. (paraphrased)

NOTE: The paraphrasing or excerpts to City Code are provided as high-level informational references only. For complete text of restrictions or allowances for which the renter is responsible, please refer to the City of Grey Forest Code of Ordinances available online at [Franklin Legal Publishing](#).

RENTAL TERMS

- Rental is subject to GFCC availability on a first come-first served basis
- Rental Rates Additional Information
 - For the nominal \$10.00 Rental Rate for enrichment or educational gatherings ---A Grey Forest Citizen MUST BOOK AND ATTEND the program. This rate is reserved for programs Open To The Public and advertised, at a minimum, on NextDoor.com. NO fees may be charged to attendees and retained.
 - For the teaching of art, exercise, education, & occupations or businesses typically found at home– the GFCC may be reserved up to 3 times per year from January 1 – September 30. Fees may be charged to attendees and retained.
 - For Non-Profit (501(c)(3) Entity Fundraisers – must show proof of 501(c)(3) status prior to the program. May reserve GFCC up to 3 times per year from January 1 – September 30.

- Please make your check(s) payable to the City of Grey Forest. You may drop off or mail your payment(s) and rental agreement to the GFCC

City of Grey Forest (City Hall)
18502 Scenic Loop Road
Grey Forest, TX 78023

A 24 hour drop box is provided outside City Hall for your convenience, as well. You may also contact the GFCC Director at GFCC@greyforest-tx.gov or at (210) 722-1674 to turn in your application and payment.

Payments for gathering rental fees may also be made online via the City of Grey Forest website at <https://greyforest-tx.gov/> (Pay Online option), however a completed and signed copy of the Gathering Rental Use Application & Agreement must be provided to the City of Grey Forest as described above for the rental to be considered.

- Deposit and rental fees are due in two separate payments to expedite the cleaning/damage deposit refund. These are due 10 days before gathering. If the gathering is scheduled with less than 10 days before the gathering, payment is due at signing of this agreement. Please provide a 24-hour cancellation period.
- Rental of the Grey Forest Community Center does not restrict other citizens from using baseball or tennis court/basketball facilities.
- Applicants are responsible for cleaning the Community Center after each gathering, as described in the Cleaning Checklist. Additionally, applicants will be held responsible for any damage to the GFCC as a result of the gathering. This may include forfeiture of your Cleaning/Damage Deposit as well as additional required payment to repair any damage.
- To allow for proper cleaning of the facility, you may enter the GFCC until 10:00 am of the day after your paid rental to ensure that the facility is properly cleaned – unless specific arrangement are coordinated with the GFCC Director. This option is available unless you are notified by the GFCC Director or Designee that the facility will not be available the following morning, in which case it is required to be cleaned on the day of rental.
- Maximum capacity of the Grey Forest Community Center cannot exceed 70 guests.
- **DO NOT use or put any nails, staples, thumbtacks, tape, or anything that may poke a hole or compromise the wall paint, wall, ceiling, and floor woodwork in any manner inside or outside the Community Center. Hooks are in place around each of the windows for your use.**
- **Park only in the graveled/designated areas only unless otherwise approved by the Grey Forest Community Board. ADA parking is available on the far side of the Community Center.**
- No overnight sleeping rentals unless otherwise approved by the Grey Forest Community Board (GFCB) *prior* to rental. GFCB Board meeting dates can be found on the GFCC calendar on the GF city website.

- Consecutive day rentals are permitted.
- Smoking, including e-cigarettes, is not allowed inside the Community Center, on the porch or grounds.
- Open fires are not allowed anywhere on the Grey Forest Community Center property (gas or charcoal).
- Wi-Fi is not available at this facility.
- Lock all doors and return the key to the key box. Please call the GFCC Director 24 hours in advance to receive your key box code.
- We reserve the right to refuse future rentals of the GFCC to any applicant who violates the rental terms.

CLEANING CHECKLIST

- We will provide your gathering with two rolls of toilet paper in each restroom, one roll of paper towels in the kitchen and in each restroom and, 1 trash can liner. You will need to furnish any additional supplies for your gathering.
- Please use liners in the indoor trash can(s) at all times.
- Please wipe down kitchen counters, appliances, empty trash, and take all of your food.
- Wipe down all tables and chairs used for your gathering and damp mop floors in the main area, kitchen, and restrooms.
- Please clean the restroom toilets, sinks and mirrors, and empty trash.
- Please canvas the area outside your gathering, picking up trash and any food, eggshells, burst balloons, etc.
- Place all trash in the large brown trash cans located outside of the building. If you wish to recycle, a brown trash can with a green lid is also provided near the trash cans.
- Please return all chairs and tables to their original placement before leaving.
- Please turn the HVAC system temperature to the original settings. (summer/warmer weather- 85, cooler/winter weather 55 degrees).

When you have completed the use and cleaning of the Community Center, please contact the GFCC Director for inspection and your cleaning/damage deposit refund.

EMERGENCY INFORMATION

- Our City has a staffed Police and Fire Department
- No land-line is available in the clubhouse and *some* cell-phones may be unable to receive a signal.
- If a life-threatening situation occurs, please dial 9-1-1.
- For non-life threatening situations needing police or fire services, please call the non- emergency dispatcher at 210-684-1011
- The Grey Forest Community Center's physical address is

Grey Forest Community Center
18249 Sherwood Trail (cross street Scenic Loop
Road) Grey Forest, TX 78023

(A map with Directions is provided on the next page)

- If there is an issue with the Community Center, you may contact:

GFCC Director: Brenda Reinhard 210-722-1674

Grey Forest Community Center
18249 Sherwood Trail
Grey Forest, TX 78023

Directions

FROM BANDERA RD and 1604:

1. Proceed on Highway 16 North (Bandera Road) outside of Loop 1604 approximately 2.6 miles through Helotes to Scenic Loop Road. There is a traffic light at Scenic Loop Road. Turn **RIGHT** onto Scenic Loop Road and proceed approximately 2 miles to Sherwood Trail (this road has Mailboxes on one side and City Hall on the other). Then turn **RIGHT** onto Sherwood Trail.

FROM BOERNE or IH10 via Scenic Loop Road:

1. From whatever point get to Scenic Loop Road and proceed on Scenic Loop Road toward Helotes to the City of Grey Forest City Hall (corner of Scenic Loop Road and Sherwood Trail). Turn **LEFT** onto Sherwood Trail.
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2. **BE SURE TO OBSERVE THE SPEED LIMIT IN GREY FOREST.**
 3. Follow Sherwood Trail, go over the creek bridge and immediately take a left into the Community Center area and follow the road to the Community Center Building.

